

**EPCRA REPORTING ELEMENTS  
SUMMARY TABLE  
§302 - 313**

Section Number	Reporting Criteria	Report Type	Frequency of Reporting	Agencies Receiving Report
EPCRA § 302	Have present at <u>any one time</u> an EHS in quantity equal to or greater than TPQ or 500 lbs., whichever is <i>less</i>	Letter or Memorandum	One time	SERC LEPC
EPCRA § 303	Have present, <u>any one time</u> , an EHS in quantity equal to or greater than TPQ or 500 lbs., whichever is <i>less</i>	Letter or Memorandum	One time	LEPC
EPCRA § 304  CERCLA § 103	Release of an EHS in quantity equal to or greater than reportable quantity OR Release of a CERCLA hazardous substance in quantity equal to or greater than reportable quantity	Immediate: Verbal (document call)  Follow-up: written	Immediate upon knowledge of release, with written follow up	LEPC SERC 1 NRC 2,3
EPCRA § 311	Have present at <u>any one time</u> an OSHA hazardous chemical in quantity equal to or greater than 10,000 lbs. OR An EHS in quantity equal to or greater than TPQ or 500 lbs., whichever is <i>less</i>	MSDS copies or MSDS list of hazardous chemicals and health affects	One time, with revision if necessary	SERC (List) LEPC FD
EPCRA § 312	Have present at <u>any one time</u> an OSHA hazardous chemical in quantity equal to or greater than 10,000 lbs. OR An EHS in quantity equal to or greater than TPQ or 500 lbs., whichever is <i>less</i>	Tier Two – Emergency & Hazardous Chemical Inventory Report	Annually by March 1 <sup>st</sup>	SERC LEPC FD
EPCRA § 313	<b>Manufacture or process, or use</b> any listed toxic chemical in excess of <b>its threshold amount during the course of a calendar year.</b> Thresholds are 25,000 lbs. manufactured or processed or 10,000 lbs. for otherwise used except for persistent, bioaccumulative, toxic chemicals (pbts) which have thresholds of 100 pounds or less.	Toxic Chemical Release Inventory (TRI) Report (Form R Report)	Annually by July 1 <sup>st</sup>	EPA SERC

**NOTES:**

EHS = Extremely Hazardous Substance

TPQ = Threshold Planning Quantity

OSHA = Occupational Safety and Health Administration

EPA = Environmental Protection Agency

NRC = National Response Center 1-800-424-8802

2 = Notification to the NRC is only required if a CERCLA hazardous substance is released

3 = No follow-up report is required to be submitted to the NRC

SERC = State Emergency Response Commission  
Ecology Community Right-to-Know Unit  
1-800-633-7585 [hsio@ecy.wa.gov](mailto:hsio@ecy.wa.gov)  
<http://www.ecy.wa.gov/epcra>

1 = to report Washington releases call 1-800-258-5990

LEPC = Local Emergency Planning Committee

FD = Local Fire Department

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Under the Emergency Planning & Community Right-to-Know Act (EPCRA), facilities must **immediately** report the release of a CERCLA hazardous substance at or above the reportable quantity to the State Emergency Response Commission (SERC). Extremely hazardous substance (EHS) releases must also be reported to the National Response Center. A written follow-up report must be submitted to the SERC (s) as soon as practicable.

All SERCs or Local Emergency Planning Committees that may be affected must be notified.

The number for reporting to the Washington State Emergency Response Commission is 1.800.258.5990.

The number for reporting to the National Response Center is 1.800.424.8802.

Both the EHSs and the CERCLA hazardous substances can be found in the [Title III Consolidated List of Lists](#).

The web site for the List of Lists searchable database is <http://130.11.53.73/lol/>